



CITY OF HOUSTON

Annise D. Parker

Mayor

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April 29, 2015

**Subject: Customer Service Education Program for Department of Public Works and Engineering
Letter of Clarification No. 1**

Reference: Request for Proposal (RFP) No. S66-T25423

To: All Prospective Proposers

When issued, Letter(s) of Clarification shall automatically become a part of the proposal documents and shall supersede any previous specification(s) and/or provision(s) in conflict with the Letter(s) of Clarification. All revisions, responses, and answers incorporated into the Letter(s) of Clarification are collaboratively from both the Strategic Purchasing Division and the applicable City Department(s). It is the responsibility of the proposers to ensure that it has obtained all such letter(s). By submitting a proposal on this project, proposers shall be deemed to have received all Letter(s) of Clarification and to have incorporated them into this proposal.

1. In regards to section **4.0 ADDITIONAL INFORMATION AND SPECIFICATION CHANGES**, please note the following correction:

4.1 Requests for additional information and questions should be addressed to the Finance Department, Strategic Purchasing Division Buyer, telephone: 832-393-8741, fax: 832-393-8759, or e-mail (preferred method to): shannon.pleasant@houstontx.gov no later than **Thursday, May 14, 2015 at 2:00 P.M., CST**. The City of Houston shall provide written response to all questions received in writing before the submittal deadline. Questions received from all Proposer(s) shall be answered and sent to all Proposer(s) who are listed as having obtained the RFP. Proposer(s) shall be notified in writing of any changes in the specifications contained in this RFP.

2. For vendors who would like to attend the non-mandatory, Thursday, May 7, 2015 pre-proposal conference via conference call the instructions are as follows:

Dial 641.715.3580 (Toll Number)

Meeting ID: 696-210-656

Call 641.715.3580, when prompted; enter the assigned Meeting ID, followed by the # key.

Sincerely,

Shannon Pleasant, CTPM
Senior Procurement Specialist
Finance Department – Strategic Purchasing Division
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shannon.pleasant@houstontx.gov